

Hand Safety Week Voicemail Scripts

Monday: Announcement and Hand Safety Activity and Checklist, Safety Topic: Glove selection

Who: Mike Coyle

DRAFT Script: Good morning and welcome to Hand Safety Week. We're addressing hand safety this week because across Chevron, in the last 5 years, 33% of all recordable injuries were hand injuries - distributed as follows: 5% DAFW, 11% Restricted Duty, and 18% Medical Cases. This week you will receive a hand safety activity and a hand safety checklist from your supervisor. The hand safety activity is a fun way to raise awareness of all the things we already do to stay safe, and the hand safety checklist is intended to supplement what we already do to keep our hands safe: conduct an LPSA whenever we start a new task and following all procedures.

Tuesday: Safe tool usage and Walkabouts

Who: Jay Peterson

DRAFT Script: Good morning and welcome to Day 2 of Hand Safety Week. Did you know that yearly averages show that hand injuries in Chevron causes: 26 people to lose a work day and 130 people to receive medical treatment for their hand injuries. Today, I'd like to emphasize safe tool use. That means, use the right tool for the job. There have been many improvements in tool design and function – if you are unsure of whether or not you are using the correct tool, visit the Central Tool Room and ask for assistance. Also, today we have a walkabout planned. You may be visited by managers and supervisors who want to find out what your greatest hand injury risk is and what you are doing to prevent an injury from occurring.

Wednesday: RSI and Road Audit

Who: Tery Lizarraga

DRAFT Script: Good morning and welcome to Day 3 of Hand Safety Week. For Chevron, hand RSIs averaged 8% of all hand recordable injuries in the last 5 years. Today our safety topic of the day is preventing Repetitive Stress injuries. I know - typically people relate RSI's to computer workstation use, however, RSI's can also occur in industrial environments as well. Whether your work on a computer or with a wrench in the field, call the ergo hotline - 242-"e-r-g-o" to report the first sign of discomfort.

Thursday: Home Hand Safety

Who: Bruce Chinn

DRAFT Script: Good morning and welcome to Day 4 of Hand Safety Week. This year Richmond workers have sustained Four (4) OSHA recordable injuries, and 57 First Aids involving the hand. We're sharing Personal Stories this week have you considered how an injury could impact you and your loved ones? Today, our safety topic is related to off-the-job hand safety. Remember, you can use all of your risk assessment and hazard identification tools at home as well as at work. Share what you've learned with your family – Do it safely or not at all – on or off the job.